

# Lunenburg Board of Trade – Executive Director Job Description

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## **Purpose of the position:**

The Executive Director (ED) is the senior staff position of the Lunenburg Board of Trade and is responsible for providing leadership and direction to Board activities. The ED is accountable for implementing policy and programs established by the Council of the Board of Trade; managing operations and membership services, manages and oversees the LBOT's interests in respect of the Visitor Information Centre (VIC) which may include the supervision of VIC staff, maintaining records on revenue receipts and expenditure under the direction of the Treasurer, marketing to retain and expand Board membership and day to day liaison with staff, Board members, volunteers, media, government, public and private organisations.

The ED is a non-voting member of the Board and the Executive Committee.

The ED is the sole employee of the Board reporting to the President or his/her designated representative.

## **Specific Responsibilities:**

1. Facilitate Board of Trade Council initiatives, including but not limited to:
  - Prepare for regular Council and General Meetings through co-ordination and recommendation of agenda items and distribution of the agenda and relevant information prior to meetings.
  - Carry out action items identified in Council meeting minutes and follow up as appropriate
  - Assist committee chairpersons by obtaining and/or distributing information, assist in the co-ordination of meetings, dealing with administrative matters as required.
  - Assist Council or Committee Chair, in their role of Board of Trade Representative, in coordinating meeting attendance with government and associated agencies e.g. Town, RDA, ACOA.
  - Provide Council with a regular report on activities and make recommendations as appropriate.
  
2. Administer the day to day business of the Board of Trade, including but not limited to:
  - Receive and circulate correspondence and take action as required.
  - Prepare and distribute information bulletins to the membership.
  - Develop and maintain a fully integrated filing system of Board documents including computer records, membership database and correspondence.
  - Administer the budget, maintain financial records, and prepare financial information under the direction of the Treasurer.
  - Prepare invoices and monitor revenue receipts under the direction of the Treasurer.

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3. Assist with special projects, including but not limited to:
  - Assist with the development of proposals, filing grant applications and reports.
  - Assist the Board and all Committees/Task Forces in the recruitment and management of appropriate volunteers, and other parties seeking consultation, input and/or representation from the Board.
  - Assist in defining volunteer roles.
  - Manage staff that may be hired as a result of projects e.g. summer student.
  - Manage project budgets, submit claims for grants.
  - Works with major event committees to ensure that activities that contribute to the financial security of the LBOT are planned and executed in order to maximize return on investment.
  - Investigate ways to generate revenue to ensure sustainability of the status of the LBOT.
  
4. Promote and expand member benefits, including but not limited to:
  - Put in place proper procedures for the collection of membership dues.
  - Promote and refer members to Chamber of Commerce benefits such as the group insurance plan and preferred merchant discounts for credit cards.
  - Assist with marketing projects such as Town map and Doers & Dreamers.
  - Maintain and develop website information and manage members facilities, seeking technical development expertise where necessary under the direction of the President and/or Council.
  - Provide advertising information in a timely fashion, developing where appropriate, as per agreement established with publisher.
  - Arrange and assist with networking functions such as business after 5, annual business showcase and annual general meeting
  - Keep the flow of information, networking opportunities and any other useful knowledge going with the Chair, Council and members at large.
  
5. Manages and oversees the LBOT's interests in respect of the Visitor Information Centre, including but not limited to:
  - Works with and provides direction to the VIC Manager to determine adequate level of staffing, working within the LBOT budget guidelines.
  - Works with and provides direction to the VIC Manager to establish staffing schedules to best utilise staffing hours to the business needs of the VIC.
  - Manages disciplinary process up to and including termination, in consultation with the President and Executive Committee as necessary, to ensure that the LBOT complies with all current legislation.
  - Works with and provides direction to the VIC Manager to recruit, select, train and supervise employees.
  - Conducts annual performance appraisals on all employees.

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### **Education:**

Bachelor's degree or equivalent level of education, or similar workplace experience.

### **Knowledge and experience:**

The following experience would be considered an asset;

Financial and human resources management.

Team management.

Fundraising and event coordination.

### **Skills and abilities:**

Ability to maintain an objective and professional demeanour in all situations.

Ability to exercise sound judgment and excellent analytical skills.

Excellent interpersonal skills and ability to act as a team player.

Excellent communication skills, written and oral.

Ability to multitask and meet deadlines.

Ability to work independently.

Good research skills.

Motivation and flexibility.

The ability to evaluate programs and projects.

Working knowledge of computer software and hardware used by the LBOT.

The ability to work with someone who has skills to maintain and develop websites or possesses these skills personally.

### **Performance:**

**Key performance indicators/targets – to be set by the Council, following the annual strategic planning session of the Council.**